



INSTRUCTIONS FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

890117-01

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date November 1, 1988	1. Agency Address Department of Natural Resources Game and Fish Division, Fisheries Section 205 Butler Street, Suite 1358 Atlanta, Georgia 30334	Application Number 89-058	
Application Number		Date Received JAN 17 1989	Date Completed JUL 07 1989
2. Person to Contact Betty Ivey		Working Title Administrative Services Manager	Telephone Number 404/656-3524
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-103 Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1960 Latest Present		5. Records Series Title (followed by title used in office, if different) Atlanta Fisheries Office Subject Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Fisheries Section of the Game and Fish Division of the Department of Natural Resources prepares plans, specifications and estimates for Federal Aid and State supported fish management programs; makes field inspections of Regional offices to insure that programs are conducted according to operations of the program; develops fishing areas within the State and operates hatcheries for fish research; builds and maintains boat ramps; provides statewide printing coordination; reviews all project specifications and evaluates progress in order to assure adherence to Federal Government Regulations.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Documents relating to the overall supervision and support of the Fisheries Management Section. Included are: Correspondence; memoranda; reports; news releases; Federal and State Legislation; policies and procedures; environmental reviews; bodies of water; boat ramps - pending and constructed; hatcheries; fish stocking lists; statistical reports; fish kill reports; File is arranged: Alphabetically by subject			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>3</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>3 months</u> twenty-five months and older <u>once every 6 months</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

x	a. Is this the official copy of the series? If not, where is it?
x	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
x	c. Is this a vital record?
x	d. Does this series have historical or long term research value?
x	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
x	f. Is the information contained in this series ever published? If yes, attach copy.
x	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
x	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
x	i. Is this series (or a major portion of it) regularly microfilmed?
x	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 10 year(s); then
- ☒ Transfer to local holding area, hold 1 year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☒ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

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These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1-12-89	<i>Pat Harrison</i>	1-11-89
890117-01 Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.) 89-058		State Records Committee (Signature)-	Date
		State Auditor/Designee	<i>[Signature]</i> 7/5/89
		Secretary of State/Designee	<i>Edward Wilder</i> 7/3/89
		Governor Attorney General/Designee	<i>W.H. Rogers</i> 7/7/89